



LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY

P.O. Box 4303 ♦ Baton Rouge, LA 70821-4303

Customer Information Line: (888) 763-5424 ♦ <http://www.ldeq.org>

INSTRUCTIONS: This form is required for any Agency Interest that does not currently have an assigned Agency Interest (AI) number. If you are uncertain whether an AI number has been assigned to your facility, please contact your primary contact at LDEQ. Follow the instructions provided below on how to successfully complete the Information Request Form. Enter your information into the fields, print the form and attach it to your submittal. Send the form and your submittal to your primary contact at LDEQ.

1. Agency Interest name

Enter the full legal name of the Agency Interest. Example: Exxon Mobil Refinery.

2. Agency Interest physical location

This is the actual location of the Agency Interest if different from the mailing address, or if your mailing address is a P.O. Box. Enter the current address of the Agency Interest and include the parish name. Example: 602 N. Fifth Street, Baton Rouge, LA 70802.

3. Agency Interest mailing address

If the mailing address is different from the physical location of the Agency, enter the information in this field. This is the mailing address where all your correspondence with LDEQ will be directed unless otherwise indicated. Example: P.O. Box 4303, Baton Rouge, LA 70821-4303.

4. Agency Interest invoicing address

If the address of the Agency Interest is separate from the mailing address, enter the address to send invoices to

5. Primary environmental contact(s)

Enter the name of the primary contact, media by which they are associated with (e.g. air, water, waste), physical or mailing address, telephone number, fax number, and e-mail address.

6. Parent company mailing address and contact(s)

If applicable, enter the parent company's mailing address and list the contact(s).



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INFORMATION REQUEST FORM

Agency Interest Name <i>(Full legal name)</i>	
Agency Interest Physical Location <i>(Include parish)</i>	
Agency Interest Mailing Address	
Agency Interest Invoicing Address <i>(If differs from mailing address)</i>	
Primary AI Environmental Contact(s)	
Name	_____
Associated Media (Air/Water/Waste)	_____
Location (Physical/Mailing Address)	_____
AI Contact Phone () -	
AI Contact Fax () -	
AI Contact E-mail address	_____
Parent Company Mailing Address and Contact(s) <i>(If applicable)</i>	